

**DEPARTMENT OF REVENUE
ID BADGE TRANSMITTAL
AND USE ACKNOWLEDGEMENT**

TO:

FROM: Revenue Security Office

DATE:

Included herein is the identification badge requested by your supervisor. You are issued this identification badge for use only in the Department of Revenue. By accepting this badge, you agree to follow Department of Revenue Standard Procedure 6.5.1 - Identification and Access Control Badges regarding its use, including:

- You agree to use this badge upon entering Department of Revenue facilities;
- You agree to display this badge on your person at all times while in Department of Revenue facilities;
- You agree not to share or "loan" your badge to another person; and
- You agree to immediately notify the Revenue Security Office at 564-5200, if your badge is lost or stolen.

This identification badge remains the property of the Department of Revenue. The Department of Revenue reserves the right to deactivate your identification badge access control privileges at any time.

Received By: _____ Date Received: _____

Issued By: _____ Date Issued: _____